

Consultant Submittal Guidelines

for the

Asset Preservation Pool Replace Deaerator Tank Central Utility Plant

for the

UNIVERSITY OF KENTUCKY

PROJECT NO. 3050.4

The University of Kentucky is requesting the services of a consultant to provide design services for the Asset Preservation Pool Replace Deaerator Tank Central Utility Plant located at University of Kentucky, in the Central Utility Plant (CUP) on Elizabeth Street. The design team's SF330 submittal should include only the names of individuals that will comprise the project team, clearly indicating the specific role each will play in the overall project from programming (Phase 0) through contract administration (Phase 5). This is necessary for the primary design firm as well as for each technical consultant that the prime firm plans to use on the project.

The following list is the criteria, including the multiplication factors; by which each design team's submittal will be evaluated. Bearing this in mind, each team's submittal should clearly and thoroughly address all criteria to allow objective evaluation of the team's previous experience and capability to successfully complete this project. All submittals should be in .PDF format and give specific project examples, including photographs, drawings, resumes, schedules, budget analyses, etc. to properly substantiate the firm as well as individual experience in all categories.

The submittal should include a brief executive summary (maximum of 2 pages) as a cover to the submittal, summarizing all evaluation criteria. Be sure to specify in the executive summary who will be the project manager.

The consultant should focus their proposal toward the issues and needs that are unique to this project. Firms expressing interest in this project should demonstrate what special experience or attributes the firm/team has that makes it the most qualified for this project.

The University reserves the right to select a consultant team from proposals without proceeding to presentations.

VALUATION CRITERIA

The following criteria will be used in the evaluation of the submittals using an overall 100-point scale:

I. PRIMARY FIRM'S QUALIFICATIONS (30 pts)

Indicate relative experience coordinating and managing a design team for projects of similar size, type, and complexity as this one. The firm shall demonstrate detailed methods that will be used to ensure that the schedule is met, and the project budget is maintained during design and construction. The submittal should outline proven procedures for monitoring construction and resolving issues in the field. Provide the organizational structure of the firm and the background of individuals that will be assigned to this project.

II. TEAM'S RELEVANT EXPERIENCE (35pts)

Members of the consulting team should have a previously established working relationship. The team should demonstrate experience working together on similar projects. Include a list of projects highlighting this experience.

III. PROJECT MANAGER'S QUALIFICATIONS (35 pts)

Indicate the Project Manager's experience with planning, managing, and coordinating all aspects of a project of this scale and complexity, and the management of sub-consultants in a professionally competent manner. The project Manager should have recent experience with other projects of a similar scale and complexity; the submittal should explain the significance of each project listed. The Project Manager should demonstrate expertise in addressing and successfully solving problems in an efficient and architecturally creative manner. (Please include a maximum of three projects to demonstrate experience.) The Project Manager should show the commitment necessary to adequately manage and coordinate the project, including any sub-consultants, through all phases of research, design, contract documents, and construction administration, maximizing project funds, while maintaining an aggressive project schedule. The submittal shall also list the size and number of projects that the Project Manager is currently assigned.

The consultant should be careful to address each criterion, as neglect of any section will result in a lower total score for the firm. Do not assume those reviewing your submittal are already familiar with your firm. Your presentation should be concise and to the point. Emphasis should

be given to a few examples, which clearly show the team's qualifications, rather than numerous examples, which are unrelated to the project.

For further information concerning the scope of this project, contact Keith Ingram, Project Manager, at kingram@uky.edu.

Please use the "Submit Proposal" button next to the project listed on CPMD's website to submit your documents electronically in pdf format.

Please provide six (6) hard copies of your proposal sent to:
CPMD Keith Ingram / Chelsea Hansing
222 Peterson Service Building
411 S. Limestone
Lexington, KY 40506-0005

Submittals must be received not later than 3:00 PM EDT,
on Friday, October 16th.

Submittals received after this time will not be reviewed.

Executive Summary

for the

Asset Preservation Pool Replace Deaerator Tank Central Utility Plant

for the

UNIVERSITY OF KENTUCKY

Project number: 3050.4

A. INTRODUCTION

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for the replacement of an existing deaerator tank within the Central Utility Plant (CUP) Building #4 at the University of Kentucky. The program is prepared as a basis for understanding and agreement within the university and as a definitive statement to the Consultant engaged in the design of the Replace Deaerator Tank Central Utility Plant project.

B. PROJECT DESCRIPTION

The University of Kentucky This facility serves the University's steam distribution to the campus infrastructure. The selected design team will provide early documents for an owner direct purchase order for the actual tank while design continues for the installation of the tank upon delivery. The new tank will reside in a structure housing directly adjacent to the existing building, with associated piping to connect to the existing steam boilers in the current facility..

The design will consist of preparation of Phase 0, 1, 2 (if required), and 3 documents in accordance with university and Medical Center standards and procedures.

C. PRELIMINARY PROJECT BUDGET

Total project scope: \$4,700,000

Total construction budget:* \$3,800,000

* The Consultant's Phase 1, 2, and 3 cost estimate submittals for the project are not to exceed this specified amount. Budget compatibility is the responsibility of the Consultant and design of the project beyond the available construction dollars listed above is unacceptable.

D. PRELIMINARY PROJECT SCHEDULE

The following is the tentative schedule presently proposed for this project:

Fri, 2 Oct '26	Project Advertise for Consultant
Fri, 16 Oct '26	Consultant Submittals Due
Tue, 20 Oct '26	Selection Committee Short List Meeting
Sun, 25 Oct '26	Site Walk-Through with Design Teams, 2:00 PM Onsite
Fri, 30 Oct '26	Consultant Interviews
Fri, 30 Oct '26	Consultant selected and notified
Wed, 4 Nov '26	Contract negotiated
Mon, 23 Nov '26	Begin Phase 1 Design - Tank RFP Development
Mon, 21 Dec '26	Phase 1 Documents submitted to CPM
Mon, 21 Dec '26	Phase 1 University Bluebeam Review period
Mon, 11 Jan '27	Phase 1 Final Scope and Cost Estimate Review
Mon, 18 Jan '27	Issue RFP for Tank Direct Purchase Order
Tue, 19 Jan '27	Begin Phase 2 Design
Tue, 16 Feb '27	Phase 2 Documents submitted to CPM
Tue, 16 Feb '27	Phase 2 University Bluebeam Review period
Tue, 9 Mar '27	Phase 2 Final Scope and Cost Estimate Review
Tue, 16 Mar '27	Begin Phase 3 Design
Tue, 20 Apr '27	Phase 3 Documents submitted to CPM
Tue, 20 Apr '27	Phase 3 University Bluebeam Review period
Tue, 4 May '27	Phase 3 Final Scope and Cost Estimate Review
Tue, 11 May '27	Final Bid Documents Submitted to CPM
Tue, 18 May '27	Transmit Bid Documents to Procurement Services
Tue, 25 May '27	Bid Documents Posted to the UK Planroom
Tue, 1 Jun '27	Pre-Bid Meeting
Tue, 22 Jun '27	Bid Date
Tue, 6 Jul '27	Commence Construction
Wed, 5 Jul '28	Substantial Completion
Wed, 2 Aug '28	Final Completion

